

FY20 Budget Briefing

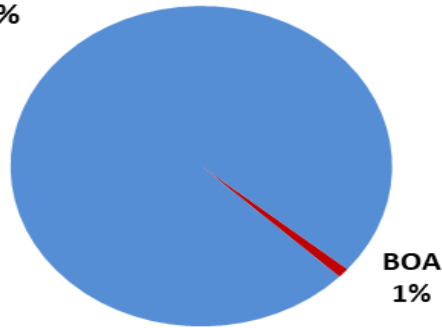
Bureau of Administration

Information contained in this document is based on the Governor's original recommended FY20 budget.

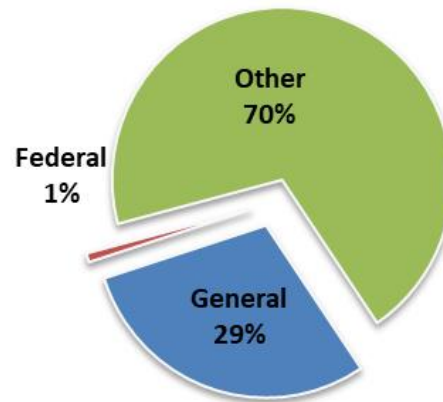
This document may not correspond with the final FY20 budget adopted by the Legislature.

Agency Share of General Funds

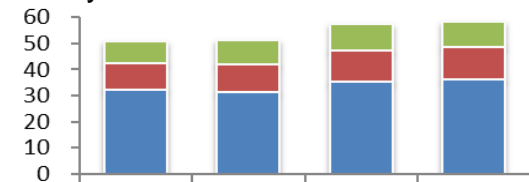
State Gov
99%



Source of Funds

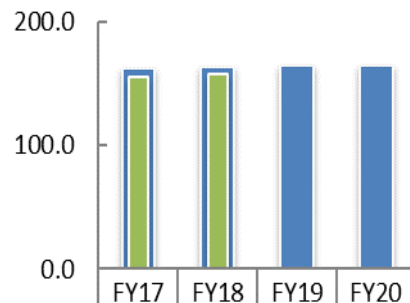


Budget History



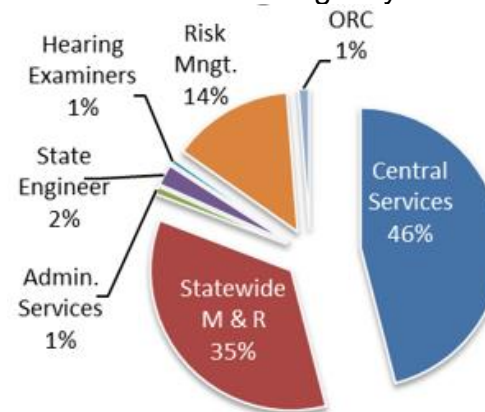
	FY17 Actual	FY18 Actual	FY19 Budgeted	FY20 Rec.
PS	9	9	10	10
Contractual	10	11	12	12
Other	32	31	35	36
Total	51	51	57	58

FTE

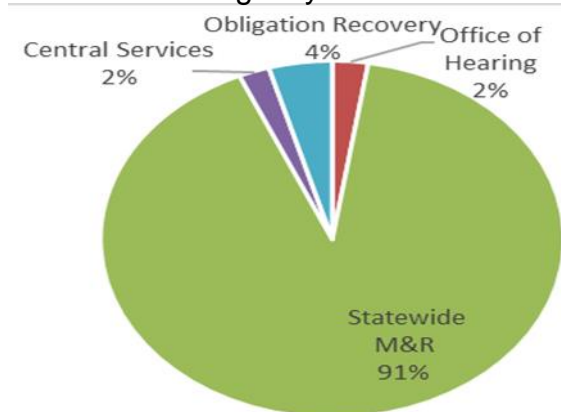


	FY17	FY18	FY19	FY20
Budgeted FTE	162.0	163.0	165.0	165.0
Actual FTE	155.3	156.9		

Distribution of Total Agency Funds



Distribution of Agency General Funds



Key Personnel

- Scott Bollinger, Commissioner
- Andy Gerlach, Deputy Commissioner
- Jessica Filler, General Counsel
- David McFarland, Director of Fleet and Management
- Craig Ambach, Director of the Office of Risk Management
- Steven Kohler, Finance Officer
- Stacy Langdeau, State Engineer

Mission of the Bureau of Administration (BOA)

The mission is to provide engineering services; to maintain buildings and grounds; and, to provide procurement, duplicating, mailing, risk management, space, records, property, fleet, and support services for state government agencies.

Bureau of Administration (BOA) Budget Request

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Administrative Services	430,572	329,683	514,837	514,837	514,837	0
Sale Leaseback (BOA)	289,449	0	0	0	0	0
Central Services	22,150,017	22,792,850	26,813,966	26,813,966	26,813,966	0
State Engineer	1,147,352	1,177,126	1,417,072	1,417,072	1,417,072	0
Statewide Maintenance and Repair	21,360,289	19,293,608	19,387,309	23,055,135	20,288,518	901,209
Office of Hearing Examiners	312,516	319,687	349,530	349,530	349,530	0
Obligation Recovery Center	244,227	706,220	720,000	720,000	720,000	0
Risk Management Administration - Info	3,476,849	3,996,659	4,091,071	4,091,071	4,091,071	0
Risk Management Claims - Info	1,546,873	2,633,114	2,222,898	2,222,898	2,222,898	0
Captive Insurance Pool	0	0	1,836,000	1,836,000	1,836,000	0
Total	50,958,144	51,248,945	57,352,683	61,020,509	58,253,892	901,209
BY FUND CATEGORY						
General	15,661,641	16,129,642	16,273,682	19,941,508	17,174,891	901,209
Federal	500,000	500,000	500,000	500,000	500,000	0
Other	34,796,503	34,619,303	40,579,001	40,579,001	40,579,001	0
Total	50,958,144	51,248,945	57,352,683	61,020,509	58,253,892	901,209
BY OBJECT EXPENDITURE						
Personnel Costs	8,620,550	9,194,953	9,865,046	9,865,046	9,865,046	0

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
Salaries	6,406,185	6,813,108	7,358,308	7,358,308	7,358,308	0
Benefits	2,214,365	2,381,845	2,506,738	2,506,738	2,506,738	0
Operating Expenditures	42,337,595	42,053,991	47,487,637	51,155,463	48,388,846	901,209
Travel	133,356	143,885	206,459	206,459	206,459	0
Contractual Services	10,090,488	10,674,329	12,078,434	12,078,434	12,078,434	0
Supplies and Materials	4,041,041	4,802,649	5,153,288	5,153,288	5,153,288	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	27,272,562	25,024,388	28,310,622	31,978,448	29,211,831	901,209
Other	800,147	1,408,739	1,738,834	1,738,834	1,738,834	0
Total	50,958,144	51,248,943	57,352,683	61,020,509	58,253,892	901,209
Full-Time Equivalent (FTE)	155.3	156.9	165.0	165.0	165.0	0.0

Major Items Summary - Bureau of Administration (BOA)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	16,273,682	500,000	40,579,001	57,352,683	165.0	16,273,682	500,000	40,579,001	57,352,683	165.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	16,273,682	500,000	40,579,001	57,352,683	165.0	16,273,682	500,000	40,579,001	57,352,683	165.0
Program Line Items										
1. Maintenance and Repair	3,667,826	0	0	3,667,826	0.0	901,209	0	0	901,209	0.0
Total Program Line Items	3,667,826	0	0	3,667,826	0.0	901,209	0	0	901,209	0.0
FY 2020 Total Budget	19,941,508	500,000	40,579,001	61,020,509	165.0	17,174,891	500,000	40,579,001	58,253,892	165.0
Change from Base Budget	3,667,826	0	0	3,667,826	0.0	901,209	0	0	901,209	0.0
% Change from Base Budget	22.5%	0.0%	0.0%	6.4%	0.0%	5.5%	0.0%	0.0%	1.6%	0.0%

Prior and Current Year Budget Recap - Bureau of Administration (BOA)

Prior Year Recap		FTE	General	Federal	Other	Total
FY 2018 Original Budget		162.0	15,904,928	500,000	39,833,471	56,238,399
Legislative Adjustments						
Supplemental Bill - Health Insurance	PS		6,980	0	127,726	134,706
Supplemental Bill	OE		320,000	0	0	320,000
Supplemental Bill - Health Insurance	OE		180	0	3,219	3,399
Total Legislative Adjustments		0.0	327,160	0	130,945	458,105
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2018 Adjusted Budget		162.0	16,232,088	500,000	39,964,416	56,696,504
Reversions						
Prior Year Reversions	PS		(19,078)	0	(537,099)	(556,177)
Prior Year Reversions	OE		(83,369)	0	(4,857,514)	(4,940,883)
Total Reversions		0.0	(102,447)	0	(5,394,613)	(5,497,060)
Unutilized FTE		(5.1)				
FY 2018 Percent Reverted		3.2%	(0.6%)	0.0%	(13.5%)	(9.8%)
FY 2018 M&R Carryforward		0.0	(14,703,991)	(500,000)	(4,089,246)	(19,293,237)
Current Year Recap		FTE	General	Federal	Other	Total
FY 2019 Original Budget		165.0	16,268,629	500,000	40,453,207	57,221,836
Legislative Adjustments						
Market Adjustment	PS		4,731	0	95,129	99,860
General Pay Structure Minimums	PS		0	0	24,107	24,107
Market Adjustment	OE		248	0	5,248	5,496
Bureau Billings	OE		74	0	1,310	1,384
Total Legislative Adjustments		0.0	5,053	0	125,794	130,847
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2019 Adjusted Budget		165.0	16,273,682	500,000	40,579,001	57,352,683

ADMINISTRATIVE SERVICES (0121)

The mission is to provide the administrative, personnel, financial, and legal services to the Bureau of Administration; to provide government with the services necessary to maintain a safe, productive, clean, efficient, and aesthetically pleasing environment; and to minimize the adverse effects of accidental losses on state government at the lowest possible cost.

BUDGET REQUEST: ADMINISTRATIVE SERVICES (0121)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Commissioner	430,572	329,175	514,154	514,154	514,154	0
Beautification Commission	0	508	683	683	683	0
Total	430,572	329,683	514,837	514,837	514,837	0
BY FUND CATEGORY						
General	0	508	683	683	683	0
Federal	0	0	0	0	0	0
Other	430,572	329,175	514,154	514,154	514,154	0
Total	430,572	329,683	514,837	514,837	514,837	0
BY OBJECT EXPENDITURE						
Personnel Costs	380,615	264,421	400,743	400,743	400,743	0
Salaries	310,286	205,974	324,035	324,035	324,035	0
Benefits	70,329	58,447	76,708	76,708	76,708	0
Operating Expenditures	49,957	65,262	114,094	114,094	114,094	0
Travel	2,206	3,749	7,816	7,816	7,816	0
Contractual Services	42,675	59,438	82,112	82,112	82,112	0
Supplies and Materials	2,882	1,652	15,166	15,166	15,166	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	2,194	419	9,000	9,000	9,000	0
Other	0	5	0	0	0	0
Total	430,572	329,684	514,837	514,837	514,837	0
Full-Time Equivalent (FTE)	3.6	2.9	3.5	3.5	3.5	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
STATE GENERAL FUND	683	0	0	100.0%	0.0%	0.0%
BOA CENTRAL OFFICE	0	0	514,154	0.0%	0.0%	100.0%

MAJOR ITEMS SUMMARY: ADMINISTRATIVE SERVICES (0121)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	683	0	514,154	514,837	3.5	683	0	514,154	514,837	3.5
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	683	0	514,154	514,837	3.5	683	0	514,154	514,837	3.5
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	683	0	514,154	514,837	3.5	683	0	514,154	514,837	3.5
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: ADMINISTRATIVE SERVICES (0121)

		FTE	General	Federal	Other	Total
Prior Year Recap						
FY 2018 Original Budget		3.5	683	0	507,347	508,030
Legislative Adjustments						
Supplemental Bill - Health Insurance	PS		0	0	3,129	3,129
Supplemental Bill - Health Insurance	OE		0	0	170	170
Total Legislative Adjustments		0.0	0	0	3,299	3,299
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2018 Adjusted Budget		3.5	683	0	510,646	511,329
Reversions						
Prior Year Reversions	PS		0	0	(132,946)	(132,946)
Prior Year Reversions	OE		(175)	0	(48,525)	(48,700)
Total Reversions		0.0	(175)	0	(181,471)	(181,646)
Unutilized FTE		(0.6)				
FY 2018 Percent Reverted		17.7%	(25.6%)	0	(35.8%)	(35.8%)

Current Year Recap		FTE	General	Federal	Other	Total
FY 2019 Original Budget		3.5	683	0	507,347	508,030
Legislative Adjustments						
Market Adjustment	PS		0	0	4,384	4,384
General Pay Structure Minimums	PS		0	0	2,121	2,121
Market Adjustment	OE		0	0	220	220
Bureau Billings	OE		0	0	82	82
Total Legislative Adjustments		0.0	0	0	6,807	6,807
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2019 Adjusted Budget		3.5	683	0	514,154	514,837
FY 2020 Base						
Agency Request		3.5	683	0	514,154	514,837
Governor's Recommendation		3.5	683	0	514,154	514,837
FY 2020 Maintenance of Current Operations						
Agency Request		3.5	683	0	514,154	514,837
Governor's Recommendation		3.5	683	0	514,154	514,837
FY 2020 Total						
Agency Request		3.5	683	0	514,154	514,837
Governor's Recommendation		3.5	683	0	514,154	514,837
Agency Request						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%
<i>Governor's Recommendation</i>						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: ADMINISTRATIVE SERVICES (0121)

SALE LEASEBACK (BOA) (0122)

The mission is to make lease payments pursuant to Exhibit B of the lease entered into between the Bureau of Administration and the South Dakota Building Authority dated December 1, 1986.

BUDGET REQUEST: SALE LEASEBACK (BOA) (0122)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Sale Leaseback (BOA)	289,449	0	0	0	0	0
Total	289,449	0	0	0	0	0
BY FUND CATEGORY						
General	289,449	0	0	0	0	0
Federal	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	289,449	0	0	0	0	0
BY OBJECT EXPENDITURE						
Personnel Costs	0	0	0	0	0	0
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Operating Expenditures	289,449	0	0	0	0	0
Travel	0	0	0	0	0	0
Contractual Services	289,449	0	0	0	0	0
Supplies and Materials	0	0	0	0	0	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	289,449	0	0	0	0	0
Full-Time Equivalent (FTE)	0.0	0.0	0.0	0.0	0.0	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other

MAJOR ITEMS SUMMARY: SALE LEASEBACK (BOA) (0122)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	0	0	0	0	0.0	0	0	0	0	0.0
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	0	0	0	0	0.0	0	0	0	0	0.0
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: SALE LEASEBACK (BOA) (0122)

	FTE	General	Federal	Other	Total
Prior Year Recap					
FY 2018 Original Budget	0.0	0	0	0	0
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	0.0	0	0	0	0
Reversions					
Total Reversions	0.0	0	0	0	0
Unutilized FTE	0.0				
FY 2018 Percent Reverted	0	0	0	0	0

Current Year Recap	FTE	General	Federal	Other	Total
FY 2019 Original Budget	0.0	0	0	0	0
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2019 Adjusted Budget	0.0	0	0	0	0
FY 2020 Base					
Agency Request	0.0	0	0	0	0
Governor's Recommendation	0.0	0	0	0	0
FY 2020 Maintenance of Current Operations					
Agency Request	0.0	0	0	0	0
Governor's Recommendation	0.0	0	0	0	0
FY 2020 Total					
Agency Request	0.0	0	0	0	0
Governor's Recommendation	0.0	0	0	0	0
Agency Request					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%
Governor's Recommendation					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: SALE LEASEBACK (BOA) (0122)

CENTRAL SERVICES (0123)

The mission is to provide procurement, duplicating, mail, travel, state and federal surplus property, records management, and duplicating services to other governmental agencies and to local units of government in an efficient and cost-effective manner.

BUDGET REQUEST: CENTRAL SERVICES (0123)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Governor's Residence	327,422	330,830	338,128	338,128	338,128	0
Cap. Security	0	0	0	0	0	0
Procurement	746,264	844,985	818,529	818,529	818,529	0
Property Management	335,673	331,900	352,638	352,638	352,638	0
Buildings and Grounds	6,237,817	6,313,737	6,890,515	6,890,515	6,890,515	0
Records Management	223,414	239,584	394,018	394,018	394,018	0
Central Mail	637,316	675,043	780,251	780,251	780,251	0
Central Supply	0	0	0	0	0	0
Central Duplicating	827,912	834,010	1,582,265	1,582,265	1,582,265	0
Federal Surplus Property	802,955	715,483	989,552	989,552	989,552	0
State Fleet	12,011,243	12,507,278	14,668,070	14,668,070	14,668,070	0
Total	22,150,017	22,792,850	26,813,966	26,813,966	26,813,966	0
BY FUND CATEGORY						
General	394,407	398,865	405,406	405,406	405,406	0
Federal	0	0	0	0	0	0
Other	21,755,610	22,393,984	26,408,560	26,408,560	26,408,560	0
Total	22,150,017	22,792,849	26,813,966	26,813,966	26,813,966	0
BY OBJECT EXPENDITURE						
Personnel Costs	6,574,628	6,675,285	7,378,358	7,378,358	7,378,358	0
Salaries	4,791,419	4,775,518	5,397,939	5,397,939	5,397,939	0
Benefits	1,783,209	1,899,767	1,980,419	1,980,419	1,980,419	0
Operating Expenditures	15,575,389	16,117,565	19,435,608	19,435,608	19,435,608	0
Travel	20,756	23,500	57,812	57,812	57,812	0
Contractual Services	5,245,242	5,154,793	6,693,446	6,693,446	6,693,446	0
Supplies and Materials	4,017,187	4,783,586	5,094,942	5,094,942	5,094,942	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	5,878,175	5,692,263	7,062,872	7,062,872	7,062,872	0
Other	414,029	463,423	526,536	526,536	526,536	0
Total	22,150,017	22,792,850	26,813,966	26,813,966	26,813,966	0
Full-Time Equivalent (FTE)	130.8	131.5	135.5	135.5	135.5	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
STATE GENERAL FUND	405,406	0	0	100.0%	0.0%	0.0%

FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
RECORDS MANAGEMENT	0	0	394,018	0.0%	0.0%	100.0%
BUILDINGS & GROUNDS	0	0	6,823,237	0.0%	0.0%	100.0%
CENTRAL MAIL SERVICES	0	0	780,251	0.0%	0.0%	100.0%
CENTRAL DUPLICATING FUND	0	0	1,582,265	0.0%	0.0%	100.0%
FLEET & TRAVEL MANAGEMENT FUND	0	0	14,668,070	0.0%	0.0%	100.0%
PROCUREMENT MANAGEMENT FUND	0	0	818,529	0.0%	0.0%	100.0%
PROPERTY MANAGEMENT	0	0	352,638	0.0%	0.0%	100.0%
FEDERAL PROPERTY AGENCY	0	0	989,552	0.0%	0.0%	100.0%

MAJOR ITEMS SUMMARY: CENTRAL SERVICES (0123)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	405,406	0	26,408,560	26,813,966	135.5	405,406	0	26,408,560	26,813,966	135.5
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	405,406	0	26,408,560	26,813,966	135.5	405,406	0	26,408,560	26,813,966	135.5
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	405,406	0	26,408,560	26,813,966	135.5	405,406	0	26,408,560	26,813,966	135.5
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: CENTRAL SERVICES (0123)

Prior Year Recap	FTE	General	Federal	Other	Total
FY 2018 Original Budget	135.5	403,528	0	25,876,888	26,280,416
Legislative Adjustments					
Supplemental Bill - Health Insurance PS		3,789	0	107,967	111,756
Supplemental Bill - Health Insurance OE		0	0	2,234	2,234
Total Legislative Adjustments	0.0	3,789	0	110,201	113,990
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	135.5	407,317	0	25,987,089	26,394,406
Reversions					
Prior Year Reversions PS		(8,452)	0	(713,891)	(722,343)
Prior Year Reversions OE		0	0	(2,879,213)	(2,879,213)
Total Reversions	0.0	(8,452)	0	(3,593,104)	(3,601,556)
Unutilized FTE	(4.0)				
FY 2018 Percent Reverted	3.0%	(2.1%)	0	(13.9%)	(13.7%)

Current Year Recap		FTE	General	Federal	Other	Total
FY 2019 Original Budget		135.5	403,528	0	26,312,774	26,716,302
Legislative Adjustments						
Market Adjustment	PS		1,784	0	71,453	73,237
General Pay Structure Minimums	PS		0	0	19,249	19,249
Market Adjustment	OE		63	0	4,085	4,148
Bureau Billings	OE		31	0	999	1,030
Total Legislative Adjustments		0.0	1,878	0	95,786	97,664
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2019 Adjusted Budget		135.5	405,406	0	26,408,560	26,813,966
FY 2020 Base						
Agency Request		135.5	405,406	0	26,408,560	26,813,966
Governor's Recommendation		135.5	405,406	0	26,408,560	26,813,966
FY 2020 Maintenance of Current Operations						
Agency Request		135.5	405,406	0	26,408,560	26,813,966
Governor's Recommendation		135.5	405,406	0	26,408,560	26,813,966
FY 2020 Total						
Agency Request		135.5	405,406	0	26,408,560	26,813,966
Governor's Recommendation		135.5	405,406	0	26,408,560	26,813,966
Agency Request						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%
Governor's Recommendation						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: CENTRAL SERVICES (0123)

Center

0123 Central Services

	<u>Actual</u> <u>FY 2017</u>	<u>Actual</u> <u>FY 2018</u>	<u>Estimated</u> <u>FY 2019</u>	<u>Estimate</u> <u>d</u> <u>FY 2020</u>
REVENUES				
Surplus Property Sales	3,737,079	3,243,328	3,075,000	3,300,000
Postage	3,583,675	3,355,736	3,587,000	3,533,000
Federal Surplus Sales	3,540,512	2,902,082	3,000,000	3,000,000
Total	10,861,266	9,501,146	9,662,000	9,833,000

	<u>Actual</u> <u>FY 2017</u>	<u>Actual</u> <u>FY 2018</u>	<u>Estimated</u> <u>FY 2019</u>	<u>Estimate</u> <u>d</u> <u>FY 2020</u>
PERFORMANCE INDICATORS				
Annual Contracts	135	115	110	110
Pieces of Mail Handled/Year	7,448,095	7,254,250	7,250,000	7,250,000
Federal Surplus Clients	379	385	400	400
Fleet Vehicles	3,856	3,808	3,850	3,880
Total Miles Driven	38,898,000	37,677,337	38,400,000	38,600,000
Leases/Total Sq. Ft.	189/776,481	193/800,000	200/850,000	200/850,000
Maintenance Work Orders	7,445	7,504	7,600	7,700
Retrieval/Refile	2,507	1,387	1,929	1,929
Rolls of Film Stored	84,025	83,552	83,464	83,828
Printing Impressions	18,619,732	16,905,487	16,060,212	15,257,262
Copies Made	5,663,312	5,128,311	4,718,046	4,482,143

STATE ENGINEER (0124)

The mission is to provide services to state government-related facility needs in the areas of planning, design, construction, maintenance, operation, and use of state-owned buildings.

BUDGET REQUEST: STATE ENGINEER (0124)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
State Engineer	1,147,352	1,177,126	1,417,072	1,417,072	1,417,072	0
Total	1,147,352	1,177,126	1,417,072	1,417,072	1,417,072	0
BY FUND CATEGORY						
General	0	0	0	0	0	0
Federal	0	0	0	0	0	0
Other	1,147,352	1,177,126	1,417,072	1,417,072	1,417,072	0
Total	1,147,352	1,177,126	1,417,072	1,417,072	1,417,072	0
BY OBJECT EXPENDITURE						
Personnel Costs	916,185	946,584	1,173,951	1,173,951	1,173,951	0
Salaries	722,492	724,696	900,074	900,074	900,074	0
Benefits	193,692	221,888	273,877	273,877	273,877	0
Operating Expenditures	231,168	230,541	243,121	243,121	243,121	0
Travel	42,229	46,203	65,089	65,089	65,089	0
Contractual Services	174,078	167,701	159,482	159,482	159,482	0
Supplies and Materials	10,820	10,376	14,500	14,500	14,500	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	4,040	6,261	4,050	4,050	4,050	0
Other	0	0	0	0	0	0
Total	1,147,351	1,177,125	1,417,072	1,417,072	1,417,072	0
Full-Time Equivalent (FTE)	11.3	12.4	15.0	15.0	15.0	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
STATE ENGINEER FUND	0	0	1,417,072	0.0%	0.0%	100.0%

MAJOR ITEMS SUMMARY: STATE ENGINEER (0124)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	0	0	1,417,072	1,417,072	15.0	0	0	1,417,072	1,417,072	15.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	0	0	1,417,072	1,417,072	15.0	0	0	1,417,072	1,417,072	15.0
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	0	0	1,417,072	1,417,072	15.0	0	0	1,417,072	1,417,072	15.0
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: STATE ENGINEER (0124)

Prior Year Recap	FTE	General	Federal	Other	Total
FY 2018 Original Budget	14.0	0	0	1,328,253	1,328,253
Legislative Adjustments					
Supplemental Bill - Health Insurance		PS	0	0	11,751
Supplemental Bill - Health Insurance		OE	0	0	539
Total Legislative Adjustments	0.0	0	0	12,290	12,290
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	14.0	0	0	1,340,543	1,340,543
Reversions					
Prior Year Reversions		PS	0	0	(157,976)
Prior Year Reversions		OE	0	0	(5,442)
Total Reversions	0.0	0	0	(163,418)	(163,418)
Unutilized FTE	(1.6)				
FY 2018 Percent Reverted	11.7%	0	0	(12.3%)	(12.3%)

Current Year Recap		FTE	General	Federal	Other	Total
FY 2019 Original Budget		15.0	0	0	1,403,370	1,403,370
Legislative Adjustments						
Market Adjustment	PS		0	0	12,240	12,240
General Pay Structure Minimums	PS		0	0	810	810
Market Adjustment	OE		0	0	513	513
Bureau Billings	OE		0	0	139	139
Total Legislative Adjustments		0.0	0	0	13,702	13,702
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2019 Adjusted Budget		15.0	0	0	1,417,072	1,417,072
FY 2020 Base						
Agency Request		15.0	0	0	1,417,072	1,417,072
Governor's Recommendation		15.0	0	0	1,417,072	1,417,072
FY 2020 Maintenance of Current Operations						
Agency Request		15.0	0	0	1,417,072	1,417,072
Governor's Recommendation		15.0	0	0	1,417,072	1,417,072
FY 2020 Total						
Agency Request		15.0	0	0	1,417,072	1,417,072
Governor's Recommendation		15.0	0	0	1,417,072	1,417,072
Agency Request						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%
Governor's Recommendation						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: STATE ENGINEER (0124)

Center 0124 State Engineer

0124 State Engineer

ActualEstimated

PERFORMANCE INDICATORS

FY 2018FY 2020

New Projects	237	265	285	285
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STATEWIDE MAINTENANCE AND REPAIR (0125)

The mission is to add to the value or extend the useful life of the Capitol Complex buildings and grounds, state agencies, institutions under the supervision of the Departments of Corrections, Social Services and Human Services, and the State Veterans' Home; and to make necessary alterations and repairs.

BUDGET REQUEST: STATEWIDE MAINTENANCE AND REPAIR (0125)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Capitol Complex M&R	3,189,246	3,189,246	3,189,246	3,189,246	3,189,246	0
DHS/DOC/SVH M&R	500,000	500,000	500,000	500,000	500,000	0
Statewide M&R	17,671,043	15,604,362	15,698,063	19,365,889	16,599,272	901,209
Total	21,360,289	19,293,608	19,387,309	23,055,135	20,288,518	901,209
BY FUND CATEGORY						
General	14,421,043	14,704,362	14,798,063	18,465,889	15,699,272	901,209
Federal	500,000	500,000	500,000	500,000	500,000	0
Other	6,439,246	4,089,246	4,089,246	4,089,246	4,089,246	0
Total	21,360,289	19,293,608	19,387,309	23,055,135	20,288,518	901,209
BY OBJECT EXPENDITURE						
Personnel Costs	0	0	0	0	0	0
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Operating Expenditures	21,360,289	19,293,608	19,387,309	23,055,135	20,288,518	901,209
Travel	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Supplies and Materials	0	0	0	0	0	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	21,360,289	19,293,608	19,387,309	23,055,135	20,288,518	901,209
Other	0	0	0	0	0	0
Total	21,360,289	19,293,608	19,387,309	23,055,135	20,288,518	901,209
Full-Time Equivalent (FTE)	0.0	0.0	0.0	0.0	0.0	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
STATE GENERAL FUND	15,699,272	0	0	100.0%	0.0%	0.0%
INSTITUTION M&R FEDERAL FUND	0	500,000	0	0.0%	100.0%	0.0%
STATE WIDE M&R	0	0	1,000,000	0.0%	0.0%	100.0%
CAPITOL COMPLEX M&R	0	0	3,089,246	0.0%	0.0%	100.0%

MAJOR ITEMS SUMMARY: STATEWIDE MAINTENANCE AND REPAIR (0125)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	14,798,063	500,000	4,089,246	19,387,309	0.0	14,798,063	500,000	4,089,246	19,387,309	0.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	14,798,063	500,000	4,089,246	19,387,309	0.0	14,798,063	500,000	4,089,246	19,387,309	0.0
Program Line Items										
1. Maintenance and Repair	3,667,826	0	0	3,667,826	0.0	901,209	0	0	901,209	0.0
Total Program Line Items	3,667,826	0	0	3,667,826	0.0	901,209	0	0	901,209	0.0
FY 2020 Total Budget	18,465,889	500,000	4,089,246	23,055,135	0.0	15,699,272	500,000	4,089,246	20,288,518	0.0
Change from Base Budget	3,667,826	0	0	3,667,826	0.0	901,209	0	0	901,209	0.0
% Change from Base Budget	24.8%	0.0%	0.0%	18.9%	0.0%	6.1%	0.0%	0.0%	4.6%	0.0%

BUDGET DETAIL: STATEWIDE MAINTENANCE AND REPAIR (0125)

	FTE	General	Federal	Other	Total
Prior Year Recap					
FY 2018 Original Budget	0.0	14,704,362	500,000	4,089,246	19,293,608
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	0.0	14,704,362	500,000	4,089,246	19,293,608
Reversions					
Prior Year Reversions		OE	0	0	0
Total Reversions	0.0	0	0	0	0
Unutilized FTE	0.0				
FY 2018 Percent Reverted	0	0.0%	0.0%	0.0%	0.0%
FY 2018 M&R Carryforward	0.0	(14,703,991)	(500,000)	(4,089,246)	(19,293,237)

Current Year Recap	FTE	General	Federal	Other	Total
FY 2019 Original Budget	0.0	14,798,063	500,000	4,089,246	19,387,309
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2019 Adjusted Budget	0.0	14,798,063	500,000	4,089,246	19,387,309
FY 2020 Base					
Agency Request	0.0	14,798,063	500,000	4,089,246	19,387,309
Governor's Recommendation	0.0	14,798,063	500,000	4,089,246	19,387,309
FY 2020 Maintenance of Current Operations					
Agency Request	0.0	14,798,063	500,000	4,089,246	19,387,309
Governor's Recommendation	0.0	14,798,063	500,000	4,089,246	19,387,309

1. Maintenance and Repair

The agency requested an increase in General funds of \$3,667,826. This increase ensures the continued maintenance and repair of State owned buildings, based on 2% of the replacement value of the buildings.

Governor recommended an increase of \$901,209.

Governor did not recommend \$2,766,617 of the agencies original request.

Agency Request	0.0	3,667,826	0	0	3,667,826
Governor's Recommendation	0.0	901,209	0	0	901,209

FY 2020 Total					
Agency Request	0.0	18,465,889	500,000	4,089,246	23,055,135
Governor's Recommendation	0.0	15,699,272	500,000	4,089,246	20,288,518

Agency Request					
Change from Original Appropriation	0.0	3,667,826	0	0	3,667,826
% Change from Original Appropriation	0.0%	24.8%	0.0%	0.0%	18.9%
Governor's Recommendation					
Change from Original Appropriation	0.0	901,209	0	0	901,209
% Change from Original Appropriation	0.0%	6.1%	0.0%	0.0%	4.6%

REVENUES AND STATISTICS: STATEWIDE MAINTENANCE AND REPAIR (0125)

OFFICE OF HEARING EXAMINERS (0126)

The mission is to be responsible for the impartial administration of administrative hearings; to ensure all citizens of South Dakota receive fair, prompt, and objective hearings; and to provide a fair hearing through due process for any contested case with the details and extent of the hearing varying according to the nature and circumstances of each case as allowed by the law.

BUDGET REQUEST: OFFICE OF HEARING EXAMINERS (0126)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Office of Hearing Examiners	312,516	319,687	349,530	349,530	349,530	0
Total	312,516	319,687	349,530	349,530	349,530	0
BY FUND CATEGORY						
General	312,516	319,687	349,530	349,530	349,530	0
Federal	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	312,516	319,687	349,530	349,530	349,530	0
BY OBJECT EXPENDITURE						
Personnel Costs	261,974	264,108	274,490	274,490	274,490	0
Salaries	204,789	204,426	216,512	216,512	216,512	0
Benefits	57,185	59,682	57,978	57,978	57,978	0
Operating Expenditures	50,542	55,579	75,040	75,040	75,040	0
Travel	2,227	4,089	7,951	7,951	7,951	0
Contractual Services	44,761	42,532	51,339	51,339	51,339	0
Supplies and Materials	2,985	2,591	11,500	11,500	11,500	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	569	6,367	4,250	4,250	4,250	0
Other	0	0	0	0	0	0
Total	312,516	319,687	349,530	349,530	349,530	0
Full-Time Equivalent (FTE)	3.3	3.3	3.0	3.0	3.0	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
STATE GENERAL FUND	349,530	0	0	100.0%	0.0%	0.0%

MAJOR ITEMS SUMMARY: OFFICE OF HEARING EXAMINERS (0126)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	349,530	0	0	349,530	3.0	349,530	0	0	349,530	3.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	349,530	0	0	349,530	3.0	349,530	0	0	349,530	3.0
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	349,530	0	0	349,530	3.0	349,530	0	0	349,530	3.0
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: OFFICE OF HEARING EXAMINERS (0126)

		FTE	General	Federal	Other	Total
Prior Year Recap						
FY 2018 Original Budget		3.0	346,355	0	0	346,355
Legislative Adjustments						
Supplemental Bill - Health Insurance	PS		3,191	0	0	3,191
Supplemental Bill - Health Insurance	OE		180	0	0	180
Total Legislative Adjustments		0.0	3,371	0	0	3,371
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2018 Adjusted Budget		3.0	349,726	0	0	349,726
Reversions						
Prior Year Reversions	PS		(10,626)	0	0	(10,626)
Prior Year Reversions	OE		(19,413)	0	0	(19,413)
Total Reversions		0.0	(30,039)	0	0	(30,039)
Unutilized FTE		0.3				
FY 2018 Percent Reverted		(8.3%)	(8.7%)	0	0	(8.7%)

Current Year Recap		FTE	General	Federal	Other	Total
FY 2019 Original Budget		3.0	346,355	0	0	346,355
Legislative Adjustments						
Market Adjustment	PS		2,947	0	0	2,947
Market Adjustment	OE		185	0	0	185
Bureau Billings	OE		43	0	0	43
Total Legislative Adjustments		0.0	3,175	0	0	3,175
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2019 Adjusted Budget		3.0	349,530	0	0	349,530
FY 2020 Base						
Agency Request		3.0	349,530	0	0	349,530
Governor's Recommendation		3.0	349,530	0	0	349,530
FY 2020 Maintenance of Current Operations						
Agency Request		3.0	349,530	0	0	349,530
Governor's Recommendation		3.0	349,530	0	0	349,530
FY 2020 Total						
Agency Request		3.0	349,530	0	0	349,530
Governor's Recommendation		3.0	349,530	0	0	349,530
Agency Request						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%
Governor's Recommendation						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: OFFICE OF HEARING EXAMINERS (0126)

Center 0126 Office of Hearing
Examiners

	<u>Actual</u> <u>FY 2017</u>	<u>Actual</u> <u>FY 2018</u>	<u>Estimated</u> <u>FY 2019</u>	<u>Estimated</u> <u>FY 2020</u>
PERFORMANCE INDICATORS				
Equalization	97	79	100	100
Department of Education	3	1	5	5
Driver Improvement	35	68	50	50
Department of Revenue	31	13	25	25
Division of Insurance	28	35	35	35
Department of Health	4	18	15	20
Bureau of Human Resources	1	0	3	3
Department of Labor and Regulation	5	3	10	10
Department of Agriculture	3	3	5	5
Department of Human Services	1	8	10	15
SD Commission on Gaming	1	0	2	2
Department of Game, Fish & Parks	2	1	3	4
Department of Transportation	2	1	3	3
Department of Social Services	1	1	2	3
Secretary of State	2	0	5	5
Obligation Recovery Center	24	20	20	20
Public Records Request	5	4	5	5
Other	2	1	5	5

OBLIGATION RECOVERY CENTER (0127)

The Obligation Recovery Center's mission is to collect debts that are owed to various state agencies.

BUDGET REQUEST: OBLIGATION RECOVERY CENTER (0127)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Obligation Recovery Center	244,227	706,220	720,000	720,000	720,000	0
Total	244,227	706,220	720,000	720,000	720,000	0
BY FUND CATEGORY						
General	244,227	706,220	720,000	720,000	720,000	0
Federal	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	244,227	706,220	720,000	720,000	720,000	0
BY OBJECT EXPENDITURE						
Personnel Costs	0	0	0	0	0	0
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Operating Expenditures	244,227	706,220	720,000	720,000	720,000	0
Travel	0	0	0	0	0	0
Contractual Services	244,227	706,220	720,000	720,000	720,000	0
Supplies and Materials	0	0	0	0	0	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	0	0	0	0	0	0
Total	244,227	706,220	720,000	720,000	720,000	0
Full-Time Equivalent (FTE)	0.0	0.0	0.0	0.0	0.0	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
STATE GENERAL FUND	720,000	0	0	100.0%	0.0%	0.0%

MAJOR ITEMS SUMMARY: OBLIGATION RECOVERY CENTER (0127)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	720,000	0	0	720,000	0.0	720,000	0	0	720,000	0.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	720,000	0	0	720,000	0.0	720,000	0	0	720,000	0.0
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	720,000	0	0	720,000	0.0	720,000	0	0	720,000	0.0
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: OBLIGATION RECOVERY CENTER (0127)

	FTE	General	Federal	Other	Total
Prior Year Recap					
FY 2018 Original Budget	0.0	450,000	0	0	450,000
Legislative Adjustments					
Supplemental Bill			0	0	320,000
OE		320,000			
Total Legislative Adjustments	0.0	320,000	0	0	320,000
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	0.0	770,000	0	0	770,000
Reversions					
Prior Year Reversions			0	0	(63,780)
OE		(63,780)			
Total Reversions	0.0	(63,780)	0	0	(63,780)
Unutilized FTE	0.0				
FY 2018 Percent Reverted	0	(14.2%)	0	0	(14.2%)

Current Year Recap	FTE	General	Federal	Other	Total
FY 2019 Original Budget	0.0	720,000	0	0	720,000
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2019 Adjusted Budget	0.0	720,000	0	0	720,000
FY 2020 Base					
Agency Request	0.0	720,000	0	0	720,000
Governor's Recommendation	0.0	720,000	0	0	720,000
FY 2020 Maintenance of Current Operations					
Agency Request	0.0	720,000	0	0	720,000
Governor's Recommendation	0.0	720,000	0	0	720,000
FY 2020 Total					
Agency Request	0.0	720,000	0	0	720,000
Governor's Recommendation	0.0	720,000	0	0	720,000
Agency Request					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%
<i>Governor's Recommendation</i>					
<i>Change from Original Appropriation</i>	<i>0.0</i>	<i>0</i>	<i>0</i>	<i>0</i>	<i>0</i>
<i>% Change from Original Appropriation</i>	<i>0.0%</i>	<i>0.0%</i>	<i>0.0%</i>	<i>0.0%</i>	<i>0.0%</i>

REVENUES AND STATISTICS: OBLIGATION RECOVERY CENTER (0127)

ADDENDUM A

South Dakota Obligation Recovery Center Collection Activity Year to Date FY2018

Recovery Activity	Number	Total Amount	Agency Principal Amount	Agency Interest Amount	Agency Penalty Amount	Cost Recovery Fee	Center OCA Mgt Fees	OCA Recovery Fee	State Share
Agency - Debts Referred	28,800	\$ 27,555,167.25	\$ 19,527,534.87	\$ 3,784,300.03	\$ 337,397.54	\$ 3,905,934.81			
Agency - Debts Recalled	4,859	\$ 5,081,049.07	\$ 3,882,415.17	\$ 404,970.76	\$ 17,208.89	\$ 776,454.25			
Agency - Debts Adjusted	1,404	\$ (394,429.25)	\$ (119,340.90)	\$ (252,487.28)	\$ (4,762.10)	\$ (17,838.97)			
Center - Interest Accrued		\$ 366,882.51		\$ 366,882.51					
Debts Closed – Deceased	21	\$ 208,374.70	\$ 151,931.51	\$ 24,638.42	\$ 1,418.45	\$ 30,386.32			
Debts Closed – Bankrupt	68	\$ 189,841.89	\$ 115,334.48	\$ 45,415.89	\$ 6,024.53	\$ 23,066.99			
Debts Closed – Paid In Full	4,477	\$ 2,233,333.32	\$ 1,823,897.25	\$ 83,683.85	\$ 52,695.08	\$ 273,057.14			
Payments – Received	23,808	\$ 3,146,818.04	\$ 2,500,498.14	\$ 99,530.85	\$ 47,052.38	\$ 499,736.67			
Payments - Returned	1,211	\$ (161,562.78)	\$ (128,150.02)	\$ (6,736.87)	\$ (1,213.67)	\$ (25,462.22)			
Net Payments	22,597	\$ 2,985,255.26	\$ 2,372,348.12	\$ 92,793.98	\$ 45,838.71	\$ 474,274.45			
Payment Agreements	3,794	\$ 11,992,628.48	\$ 9,055,573.84	\$ 735,569.47	\$ 194,289.28	\$ 2,007,195.89			
Enforcement Notification - Hunting/Fishing License	23,638								
Enforcement Notification - Motor Vehicle	4,502								
Enforcement Notification - Drivers License	4,816								
Letters Sent	77,825								
Inbound Calls	39,649								
Outbound Calls	51,050								
OCA – Referred to OCAs	82,196	\$ 69,222,521.46	\$ 52,702,702.21	\$ 4,298,228.55	\$ 685,075.39	\$ 11,536,515.31			
OCA – Recalled from OCA	3,501	\$ 2,790,388.10	\$ 2,307,107.69	\$ 15,502.65	\$ 3,149.85	\$ 464,627.91			
OCA – Payments	6,059	\$ 1,155,059.81	\$ 916,802.62	\$ 28,703.23	\$ 16,206.11	\$ 193,347.85	\$ 19,221.80	\$ 155,556.55	\$ 18,569.57
Payment Agreements	553	\$ 1,387,648.75	\$ -	\$ -	\$ -	\$ -			

RISK MANAGEMENT ADMINISTRATION - INFORMATIONAL (01281)

The mission is to provide liability tort claims coverage for state employees and to provide loss control services as a part of the coverage program and to provide management of the Captive Insurance Companies.

BUDGET REQUEST: RISK MANAGEMENT ADMINISTRATION - INFORMATIONAL (01281)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Risk Management Administration - Info	3,476,849	3,996,659	4,091,071	4,091,071	4,091,071	0
Total	3,476,849	3,996,659	4,091,071	4,091,071	4,091,071	0
BY FUND CATEGORY						
General	0	0	0	0	0	0
Federal	0	0	0	0	0	0
Other	3,476,849	3,996,659	4,091,071	4,091,071	4,091,071	0
Total	3,476,849	3,996,659	4,091,071	4,091,071	4,091,071	0
BY OBJECT EXPENDITURE						
Personnel Costs	486,656	519,251	637,504	637,504	637,504	0
Salaries	376,805	397,986	519,748	519,748	519,748	0
Benefits	109,851	121,265	117,756	117,756	117,756	0
Operating Expenditures	2,990,193	3,477,408	3,453,567	3,453,567	3,453,567	0
Travel	59,530	46,542	57,491	57,491	57,491	0
Contractual Services	2,883,068	3,129,210	3,371,855	3,371,855	3,371,855	0
Supplies and Materials	7,166	4,430	17,080	17,080	17,080	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	27,296	25,470	7,141	7,141	7,141	0
Other	13,134	271,756	0	0	0	0
Total	3,476,850	3,996,659	4,091,071	4,091,071	4,091,071	0
Full-Time Equivalent (FTE)	6.3	6.8	8.0	8.0	8.0	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
PUBLIC ENTITY POOL FOR LIABILI	0	0	2,327,656	0.0%	0.0%	100.0%
LIABILITY CAPTIVE INSURANCE COMPANY-STA	0	0	180,412	0.0%	0.0%	100.0%
LIABILITY CAPTIVE INSURANCE COMPANY FUND	0	0	119,481	0.0%	0.0%	100.0%
PROPERTY & CASUALTY CAPTIVE INS COMP	0	0	1,463,522	0.0%	0.0%	100.0%
FND	0	0				

MAJOR ITEMS SUMMARY: RISK MANAGEMENT ADMINISTRATION - INFORMATIONAL (01281)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	0	0	4,091,071	4,091,071	8.0	0	0	4,091,071	4,091,071	8.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	0	0	4,091,071	4,091,071	8.0	0	0	4,091,071	4,091,071	8.0
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	0	0	4,091,071	4,091,071	8.0	0	0	4,091,071	4,091,071	8.0
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: RISK MANAGEMENT ADMINISTRATION - INFORMATIONAL (01281)

Prior Year Recap	FTE	General	Federal	Other	Total
FY 2018 Original Budget	6.0	0	0	3,972,839	3,972,839
Legislative Adjustments					
Supplemental Bill - Health Insurance		PS	0	4,879	4,879
Supplemental Bill - Health Insurance		OE	0	276	276
Total Legislative Adjustments	0.0	0	0	5,155	5,155
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	6.0	0	0	3,977,994	3,977,994
Reversions					
Prior Year Reversions		PS	0	(57,590)	(57,590)
Prior Year Reversions		OE	0	26,755	26,755
Total Reversions	0.0	0	0	(30,835)	(30,835)
Unutilized FTE	0.8				
FY 2018 Percent Reverted	(13.8%)	0	0	(0.8%)	(0.8%)

Current Year Recap		FTE	General	Federal	Other	Total
FY 2019 Original Budget		8.0	0	0	4,081,572	4,081,572
Legislative Adjustments						
Market Adjustment	PS		0	0	7,052	7,052
General Pay Structure Minimums	PS		0	0	1,927	1,927
Market Adjustment	OE		0	0	430	430
Bureau Billings	OE		0	0	90	90
Total Legislative Adjustments		0.0	0	0	9,499	9,499
Agency Adjustments						
Total Agency Adjustments		0.0	0	0	0	0
FY 2019 Adjusted Budget		8.0	0	0	4,091,071	4,091,071
FY 2020 Base						
Agency Request		8.0	0	0	4,091,071	4,091,071
Governor's Recommendation		8.0	0	0	4,091,071	4,091,071
FY 2020 Maintenance of Current Operations						
Agency Request		8.0	0	0	4,091,071	4,091,071
Governor's Recommendation		8.0	0	0	4,091,071	4,091,071
FY 2020 Total						
Agency Request		8.0	0	0	4,091,071	4,091,071
Governor's Recommendation		8.0	0	0	4,091,071	4,091,071
Agency Request						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%
Governor's Recommendation						
Change from Original Appropriation		0.0	0	0	0	0
% Change from Original Appropriation		0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: RISK MANAGEMENT ADMINISTRATION - INFORMATIONAL (01281)
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RISK MANAGEMENT CLAIMS - INFORMATIONAL (01282)

To provide liability tort claims coverage for state employees and claims for the captive insurance companies.

BUDGET REQUEST: RISK MANAGEMENT CLAIMS - INFORMATIONAL (01282)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Risk Management Claims - Info	1,546,873	2,633,114	2,222,898	2,222,898	2,222,898	0
Total	1,546,873	2,633,114	2,222,898	2,222,898	2,222,898	0
BY FUND CATEGORY						
General	0	0	0	0	0	0
Federal	0	0	0	0	0	0
Other	1,546,873	2,633,114	2,222,898	2,222,898	2,222,898	0
Total	1,546,873	2,633,114	2,222,898	2,222,898	2,222,898	0
BY OBJECT EXPENDITURE						
Personnel Costs	492	525,305	0	0	0	0
Salaries	393	504,508	0	0	0	0
Benefits	99	20,797	0	0	0	0
Operating Expenditures	1,546,381	2,107,809	2,222,898	2,222,898	2,222,898	0
Travel	6,409	19,803	10,300	10,300	10,300	0
Contractual Services	1,166,988	1,414,437	1,000,200	1,000,200	1,000,200	0
Supplies and Materials	0	14	100	100	100	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	0	0	0	0	0	0
Other	372,983	673,555	1,212,298	1,212,298	1,212,298	0
Total	1,546,872	2,633,114	2,222,898	2,222,898	2,222,898	0
Full-Time Equivalent (FTE)	0.0	0.1	0.0	0.0	0.0	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
PUBLIC ENTITY POOL FOR LIABILI	0	0	1,300,000	0.0%	0.0%	100.0%
PROPERTY & CASUALTY CAPTIVE INS COMP FND	0	0	922,898	0.0%	0.0%	100.0%

MAJOR ITEMS SUMMARY: RISK MANAGEMENT CLAIMS - INFORMATIONAL (01282)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	0	0	2,222,898	2,222,898	0.0	0	0	2,222,898	2,222,898	0.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	0	0	2,222,898	2,222,898	0.0	0	0	2,222,898	2,222,898	0.0
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	0	0	2,222,898	2,222,898	0.0	0	0	2,222,898	2,222,898	0.0
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: RISK MANAGEMENT CLAIMS - INFORMATIONAL (01282)

	FTE	General	Federal	Other	Total
Prior Year Recap					
FY 2018 Original Budget	0.0	0	0	2,222,898	2,222,898
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	0.0	0	0	2,222,898	2,222,898
Reversions					
Prior Year Reversions PS		0	0	525,305	525,305
Prior Year Reversions OE		0	0	(115,089)	(115,089)
Total Reversions	0.0	0	0	410,216	410,216
Unutilized FTE	0.1				
FY 2018 Percent Reverted	0	0	0	18.5%	18.5%

Current Year Recap	FTE	General	Federal	Other	Total
FY 2019 Original Budget	0.0	0	0	2,222,898	2,222,898
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2019 Adjusted Budget	0.0	0	0	2,222,898	2,222,898
FY 2020 Base					
Agency Request	0.0	0	0	2,222,898	2,222,898
Governor's Recommendation	0.0	0	0	2,222,898	2,222,898
FY 2020 Maintenance of Current Operations					
Agency Request	0.0	0	0	2,222,898	2,222,898
Governor's Recommendation	0.0	0	0	2,222,898	2,222,898
FY 2020 Total					
Agency Request	0.0	0	0	2,222,898	2,222,898
Governor's Recommendation	0.0	0	0	2,222,898	2,222,898
Agency Request					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%
Governor's Recommendation					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: RISK MANAGEMENT CLAIMS - INFORMATIONAL (01282)
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CAPTIVE INSURANCE POOL (01283)

To provide funding for claims related to the captive insurance companies.

BUDGET REQUEST: CAPTIVE INSURANCE POOL (01283)

	FY 2017 Actual	FY 2018 Actual	FY 2019 Budget	FY 2020 Agency Request	FY 2020 Governors Recommended	Change From FY 2019
BY PROGRAM						
Captive Insurance Pool	0	0	1,836,000	1,836,000	1,836,000	0
Total	0	0	1,836,000	1,836,000	1,836,000	0
BY FUND CATEGORY						
General	0	0	0	0	0	0
Federal	0	0	0	0	0	0
Other	0	0	1,836,000	1,836,000	1,836,000	0
Total	0	0	1,836,000	1,836,000	1,836,000	0
BY OBJECT EXPENDITURE						
Personnel Costs	0	0	0	0	0	0
Salaries	0	0	0	0	0	0
Benefits	0	0	0	0	0	0
Operating Expenditures	0	0	1,836,000	1,836,000	1,836,000	0
Travel	0	0	0	0	0	0
Contractual Services	0	0	0	0	0	0
Supplies and Materials	0	0	0	0	0	0
Grants and Subsidies	0	0	0	0	0	0
Capital Outlay	0	0	1,836,000	1,836,000	1,836,000	0
Other	0	0	0	0	0	0
Total	0	0	1,836,000	1,836,000	1,836,000	0
Full-Time Equivalent (FTE)	0.0	0.0	0.0	0.0	0.0	0.0
FUNDING SOURCES (Governor's Recommended)	General	Federal	Other	%General	%Federal	%Other
PROPERTY & CASUALTY CAPTIVE INS COMP FND	0	0	1,836,000	0.0%	0.0%	100.0%

MAJOR ITEMS SUMMARY: CAPTIVE INSURANCE POOL (01283)

	Agency Request					Governor's Recommendation				
	General	Federal	Other	Total	FTE	General	Federal	Other	Total	FTE
FY 2020 Base Budget	0	0	1,836,000	1,836,000	0.0	0	0	1,836,000	1,836,000	0.0
Maintenance of Current Operations										
Total Maintenance Adjustments	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Program Maintenance Budget	0	0	1,836,000	1,836,000	0.0	0	0	1,836,000	1,836,000	0.0
Program Line Items										
Total Program Line Items	0	0	0	0	0.0	0	0	0	0	0.0
FY 2020 Total Budget	0	0	1,836,000	1,836,000	0.0	0	0	1,836,000	1,836,000	0.0
Change from Base Budget	0	0	0	0	0.0	0	0	0	0	0.0
% Change from Base Budget	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%

BUDGET DETAIL: CAPTIVE INSURANCE POOL (01283)

Prior Year Recap	FTE	General	Federal	Other	Total
FY 2018 Original Budget	0.0	0	0	1,836,000	1,836,000
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2018 Adjusted Budget	0.0	0	0	1,836,000	1,836,000
Reversions					
Prior Year Reversions		OE	0	0	(1,836,000)
Total Reversions	0.0	0	0	(1,836,000)	(1,836,000)
Unutilized FTE	0.0				
FY 2018 Percent Reverted	0	0	0	(100.0%)	(100.0%)

Current Year Recap	FTE	General	Federal	Other	Total
FY 2019 Original Budget	0.0	0	0	1,836,000	1,836,000
Legislative Adjustments					
Total Legislative Adjustments	0.0	0	0	0	0
Agency Adjustments					
Total Agency Adjustments	0.0	0	0	0	0
FY 2019 Adjusted Budget	0.0	0	0	1,836,000	1,836,000
FY 2020 Base					
Agency Request	0.0	0	0	1,836,000	1,836,000
Governor's Recommendation	0.0	0	0	1,836,000	1,836,000
FY 2020 Maintenance of Current Operations					
Agency Request	0.0	0	0	1,836,000	1,836,000
Governor's Recommendation	0.0	0	0	1,836,000	1,836,000
FY 2020 Total					
Agency Request	0.0	0	0	1,836,000	1,836,000
Governor's Recommendation	0.0	0	0	1,836,000	1,836,000
Agency Request					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%
Governor's Recommendation					
Change from Original Appropriation	0.0	0	0	0	0
% Change from Original Appropriation	0.0%	0.0%	0.0%	0.0%	0.0%

REVENUES AND STATISTICS: CAPTIVE INSURANCE POOL (01283)
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South Dakota Bureau of Administration Billing Rates

<u>BILLING AGENCY</u>	<u>ESTIMATED FY 19 RATE</u>	<u>CURRENT FY 19 RATE</u>	<u>ESTIMATED FY20 RATE</u>	<u>BILLING AGENCY</u>	<u>ESTIMATED FY19 RATE</u>	<u>CURRENT FY19 RATE</u>	<u>ESTIMATED FY20 RATE</u>
<u>PURCHASING</u>				<u>STATE ENGINEER</u>			
Per \$100 purchased	\$0.75	\$0.64	\$0.69	Per hour	\$106.00	\$106.00	\$106.00
<u>PROPERTY MGT.</u>				<u>RISK MANAGEMENT</u>			
Per \$100 purchased	\$0.55	\$0.52	\$0.52	General - per FTE	\$180.00	\$180.00	\$180.00
<u>BUILDINGS AND GROUNDS</u>				Fleet - per vehicle	\$262.00	\$142.00	\$262.00
Per square foot	\$16.91	\$16.97	\$16.97	Cyber Security - per FTE	\$15.00	\$15.00	\$15.00
<u>RECORDS MANAGEMENT</u>				<u>FLEET AND TRAVEL</u>			
Records Series/Annual	\$10.00	\$10.80	\$10.80	Per mile:			
Box Storage-per box/Annual	\$4.80	\$5.76	\$5.76	Intermediate	\$0.29	\$0.36	\$0.36
Vault Storage-per cartridge/Qtr.	\$0.12	\$0.12	\$0.12	Full	\$0.29	\$0.36	\$0.36
<u>CENTRAL MAIL</u>				Police	\$0.50	\$0.57	\$0.57
Per piece	\$0.125	\$0.130	\$0.130	Suburban	\$0.50	\$0.56	\$0.56
<u>PRINTING</u>				SUV	\$0.45	\$0.51	\$0.51
Photocopy - per copy	\$0.027	\$0.290	\$0.300	Mini-van	\$0.38	\$0.47	\$0.47
Print & Assemble - per minute	\$1.80	\$1.85	\$1.85	Full Van	\$0.54	\$0.61	\$0.61
				1/2 ton truck	\$0.43	\$0.53	\$0.53
				3/4 ton truck	\$0.55	\$0.64	\$0.64
				1 ton truck	\$0.76	\$0.83	\$0.83
				Dump truck	\$2.48	\$2.56	\$2.56
				Bus	\$1.40	\$1.45	\$1.45

Rates are accrual based, reviewed quarterly, and adjusted as needed.

FY 2018 Bureau Billings Summary

	General	Federal	Other	Total
Governor's Office	323,549.70	1,720.64	44,569.94	369,840.28
Bureau of Finance & Management	39,743.45		192,072.68	231,816.13
Bureau of Administration	374,454.58	16,302.80	1,545,475.64	1,936,233.02
Bureau of Information and Telecom.	192,505.62	3,402.17	862,140.64	1,058,048.43
Bureau of Human Resources	10,187.99		278,142.42	288,330.41
Revenue	27,593.93		1,542,444.98	1,570,038.91
Agriculture	381,471.28	235,031.39	382,155.93	998,658.60
Tourism			222,706.66	222,706.66
Game, Fish and Parks		683,026.33	2,895,951.85	3,578,978.18
Tribal Relations	10,562.13		38.27	10,600.40
Social Services	1,704,541.03	1,723,663.01	21,364.09	3,449,568.13
Health	262,012.75	761,987.15	365,212.33	1,389,212.23
Labor	7,954.04	185,506.30	434,919.85	628,380.19
Retirement			212,358.23	212,358.23
Transportation			4,927,873.41	4,927,873.41
Education	1,665,709.61	318,292.20	51,019.45	2,035,021.26
Public Safety	154,202.54	318,050.52	822,051.29	1,294,304.35
Board of Regents	184,228.01	22,245.03	3,881,011.26	4,087,484.30
Military	58,323.96	94,023.58	931.51	153,279.05
Veterans Affairs	100,809.17	21,324.40	62,229.73	184,363.30
Corrections	859,915.73	163.00	15,112.79	875,191.52
Human Services	186,491.53	384,355.92	5,337.30	576,184.75
Environment & Natural Resources	312,456.51	338,253.17	183,645.17	834,354.85
Public Utilities Commission	15,045.83	1,996.99	98,506.08	115,548.90
Unified Judicial System	548,961.38	3,852.28	168,224.19	721,037.85
Legislature	573,835.83		105.80	573,941.63
Attorney General	1,244,196.34	78,032.54	970,825.56	2,293,054.44
School & Public Lands	40,672.32		1,176.50	41,848.82
Secretary of State	63,236.98	4,625.43	54,311.14	122,173.55
State Treasurer	16,966.21		37,057.69	54,023.90
State Auditor	69,317.71			69,317.71
Total	9,428,946.16	5,195,854.85	20,278,972.38	34,903,773.39

Bureau of Administration Optimize South Dakota Update

The Bureau of Administration kicked off the Lean project on August 7, 2018 with a two-day boot camp which included 24 BOA senior staff members, program managers and assistant program managers. Since that time, we have had multiple events with the Lean vendor, Quality and Productivity Improvement Center (QPIC).

The first event was held the last week of August 2018. During the event, eight BOA programs met with QPIC to discuss their program operations and potential efficiencies that could be implemented. This allowed QPIC to better understand how each program functions and operates.

The second event was held the first week of October 2018 and focused specifically on the operations of Fleet and Travel Management by improving their current fleet management system which was built in 1986. The review allowed Fleet and Travel Management to take an in-depth look at its current processes and better understand the requirements needed when FTM looks at purchasing a new fleet and travel software program in the future.

The third event was held the first week of November 2018. We reviewed the operations and potential efficiencies of three large projects, namely, the work order process within Buildings and Grounds; the requisition to purchase order process within Procurement Management; and the Asset Retirement System within Property Management. In addition to this, we met with various programs and evaluated specific processes to determine further operational efficiencies.

The fourth event with QPIC was held the second week of December 2018. This event primarily focused on building key performance measures for each program that aligned with BOA's strategic plan.

As of November 30th, we have invested time and energy into 89 projects. Of which, 45 are completed; 21 are currently in process; and 23 are planned. These projects range from organizing warehouses to taking an in-depth look at our software programs to reducing unneeded information on forms. While we have made significant progress over the past several months, we continue to strive for greater efficiencies and effectiveness in the coming months.

Other Fund Balance History

Company	60 Month Average	Minimum Balance	Most Recent Occurrence of Minimum	Balance on June 30				
				2014	2015	2016	2017	2018
2034 - DEVELOPMENTAL CENTER - REDFIELD (DHS)	726,055	557,085	October 2017	664,832	830,958	676,493	617,328	617,520
2034 - HSC HAIL INSURANCE PROCEEDS	630,414	630,414	June 2014	630,414	630,414	630,414	630,414	630,414
2034 - HUMAN SERVICE CENTER - YANKTON (DSS)	684,574	298,900	January 2017	898,616	939,361	698,400	335,481	440,241
3007 - DIGNITY SCULPTURE - M&R DONATIONS	5,019	5,000	June				5,000	5,037
3007 - SD COMMUNITY FOUNDATION GRANT	261,276	261,276	June 2018					261,276
3007 - STATEWIDE M & R	1,819,735	(174)	December 2014	1,248,752		1,575,000	3,350,000	1,007,740
3029 - EXTRAORDINARY LITIGATION FUND	(294,983)	(1,896,120)	February	563,411	(1,495,893)	(616,071)	(107,581)	(858,536)
3029 - LIFE PROTECTION SUBFUND	74,913	72,245	August	73,298	74,031	74,963	75,974	76,912
3113 - CAPITOL COMPLEX M&R	3,105,820	396,818	January	2,728,771	3,622,861	4,901,800	2,087,402	2,162,801
6003 - RECORDS MANAGEMENT	175,144	130,752	September 2013	147,200	150,487	164,967	172,201	165,299
6004 - BUILDINGS & GROUNDS	378,965	(712,977)	November 2016	722,151	768,185	1,016,459	645,647	545,048
6005 - CENTRAL MAIL SERVICES	551,150	86,781	January 2014	491,534	578,777	614,565	596,228	621,062
6007 - CENTRAL DUPLICATING	371,144	182,900	August 2014	205,443	368,386	468,966	481,257	366,438
6008 - FLEET & TRAVEL	1,164,080	(3,795,226)	February 2018	2,217,247	1,877,472	1,903,514	1,329,599	(212,148)
6014 - PUBLIC ENTITY POOL FOR LIABILITY FUND	9,615,738	6,956,349	March	10,012,899	11,558,802	11,066,763	9,682,594	10,100,820
6015 - PROCUREMENT MANAGEMENT	79,403	(28,638)	April 2016	28,173	16,046	38,252	161,737	6,175
6016 - STATE ENGINEER FUND	578,052	450,334	March 2018	638,567	674,870	689,265	566,013	539,293
6019 - BOA SUPPORT SERVICES FUND	139,804	(110,854)	October 2014	228,230	267,740	309,277	275,021	291,250
6021 - PROPERTY MANAGEMENT	48,439	(13,866)	January 2014	12,554	17,493	34,015	66,374	31,504
6509 - STATE FLAG ACCOUNT	10,376	1,114	April 2017	9,761	14,109	7,943	6,398	12,132
6511 - FEDERAL PROPERTY AGENCY	647,184	194,572	July 2015	347,440	689,469	871,278	466,619	820,776
9013 - LIABILITY CAPTIVE-SCIENCE & TECH AUTH	2,370,031	(43,429)	July		(20,104)	2,458,428	2,515,776	2,579,043
9028 - LIABILITY CAPTIVE-OTHER AUTHORITIES	1,946,755	(31,477)	July 2015		(10,180)	2,013,401	2,055,443	2,137,290
9034 - PROPERTY & CASUALTY CAPTIVE	4,207,138	(46,003)	August 2015		(3,672)	3,871,546	4,791,367	5,474,713

Historical Budget Changes

	General Funds	Federal Funds	Other Funds	Total Funds	FTEs
FY13 Budget Increases					
• Salary Policy	13,375		285,440	298,815	
• Increased Space and Computer Billings	3,350		9,732	13,082	
• BIT Career Banding	85		3,827	3,912	
FY14 Budget Increases					
• Statewide M & R	2,857,949			2,857,949	
• Bureau Billings	961		10,530	11,491	
FY15 Budget Increases					
• Interagency Billing Increase	1,033	0	17,779	18,812	0.0
• State Vehicles	0	0	860,000	860,000	0.0
• Statewide M&R	3,072,198	0	150,000	3,222,198	0.0
FY16 Budget Increases					
• Utilities			81,828	81,828	
• Statewide Maintenance and Repair	3,239,806		(1,600,000)	1,639,806	
• Obligation Recovery Center - HB1228	450,000			450,000	
• Office of Risk Management to manage captive insurance companies created in HB 1185, 1186 and 1187.			2,630,409	2,630,409	2.0
• Transfer gen funds from BOA Statewide M&R to BFM Employee Compensation and Billings Pool	(662,413)		1,328,205	665,792	
FY17 Budget					
FY2017 Line Items					
• BOA Sale/Leaseback Payment Adjustment	(29,238)				
• Central Services FTE Reduction					(3.0)
• State Fleet			1,451,684	1,451,684	
• Statewide Maintenance & Repair 2% RV	6,912,494			6,912,494	
• Captive Ins - spending authority to pay claims			1,836,000	1,836,000	

	General Funds	Federal Funds	Other Funds	Total Funds	FTEs
FY18 Budget					
Maintenance of Current Operation Items					
• Nondiscretionary Adjustments	(289,450)		703,777	414,327	
FY2018 Line Items					
• Maintenance and Repair	(3,066,681)		1,000,000	(2,066,681)	
FY19 Budget					
Maintenance of Current Operation Items					
• Nondiscretionary Adjustments	0	0	435,886	435,886	0.0
FY2018 Line Items					
• Engineer for the Technical Institutes	0	0	75,117	75,117	1.0
• ORC increased growth	270,000	0	0	270,000	0.0
• Analyst for Technical Institutes & Increased Work Load	0	0	67,553	67,553	1.0
• Maintenance and Repair	93,701	0	0	93,701	0.0